

Welcome to a Quick "How to" in using the new SPRS 4.0 Summary Report and Challenges.

Summary Report is still in the same location in the menu as the prior SPRS application. Once selected however, if more than one CAGE Code, the search screen is a little different. Now, the system will bring you to a pull down menu to select up to five CAGES, an option to enter a Supply Code, and select Run Summary Report button. The default Supply Code type is now FSC/PSC. Previously, you only had the option to choose a CAGE and Run Summary Report returning both FSC/PSC and NAICS Supply Code Types.

Once the user has performed a search, all searched criteria can be adjusted on the summary report landing page. The user no longer has to utilize the back button to restart a search. Still available is the Color Legend, located at the top of the screen like the prior release. Below the Color Legend in the overview report, there are now tabs to represent the up to 5 different CAGES selected in the search option with associated Supply Codes listed under each tab. The overview is similar to the layout that was in prior versions, even down to selecting the Supply Code to open the detail Summary report for the CAGE/Supply Code combination.

The vendor information is now included in more detail on this screen. There is an option to see SAM information using the Vendor Detail button. The Quality Color and Weighted Delivery Scores are located on the new version of the Summary report and highlighted with the color to make it stand out. Switching between Displaying Negative to Displaying Positive records, is achieved by selecting the Positive or Negative button above the report grid. One of the differences of this report from the prior version, it is no longer a long report but now tabbed by data type with unscored records still at the top. The prior version had a section at the top of every data type listed New Record, all unscored records are now listed at the top of the report and include an "N" to indicate the record has not been used in scoring.

Another update is in Challenges, the check box is now located at the far left hand column, in contrast to having to scroll all the way to the right to find the check box. The Process Challenge button is also located in a new spot at the top left hand corner of each tab. This button used to be located at the bottom of every data type. For an in-depth detail completing a challenge check out the Summary Report and Challenge Tutorial.

Need to export a Report? That looks a little different too. Prior to the new release, there was an Export to Excel. Now, there is a tool bar that allows a user to use the Export option to send the report into the new Download module. This will keep the Exported report for five days.

This concludes a quick "How To" in using the new SPRS 4.0 Summary Report and Challenges.